

# Teamworks Camp Philosophy

---

Our day camp setting offers an experience which can provide the campers with numerous opportunities to develop more fully as healthy individuals. Camp counselors provide an opportunity to broaden horizons through positive, enjoyable, and adventurous activities. The health and safety of each camper is emphasized in all facets of the program at our camp. The basic philosophy of Teamworks is to provide a quality camping program for the next generation which will provide them with an opportunity to grow and gain confidence as an individual while forming friendships and creating memories that last a lifetime.

## **Goals and Objectives**

1. To develop self confidence, self respect, and an appreciation of your own worth as an individual.
2. To create an environment in which there are opportunities for understanding people with various backgrounds and experiences.
3. To achieve and maintain physical fitness, mental well-being, and spiritual awareness.
4. To develop initiative and leadership skills and to use them effectively in a camp group.
5. To realize the worth of all persons and to strive for cooperative intergroup understanding and interpersonal relationships through living, playing, working, and sharing together.
6. To create an atmosphere in which imaginative thought can be practiced.
7. To develop an appreciation and respect for natural resources.
8. To provide opportunities to develop a sense of world-mindedness and to work for worldwide understanding and fellowship.
9. To provide an environment for growth as a responsible member of a community.
10. To share in the responsibility for the success of the camp program and the well-being of its people.
11. To provide good fellowships and the development of new friendships.

# Field Trip Policies and Procedures

---

Throughout the summer, Teamworks may take campers on field trips. The field trips are listed by camp, below:

- Outdoor Adventures
  - Hikes at local Acton conservation areas
  - Fishing at the stream in front of Teamworks
    - All Counselors who are 16 and older and monitoring fishing will have a fishing license as per MA State Regulations. Campers are 15 or under and can fish without a license according to State Regulations.
- Skateboarding
  - A trip to TJ O'Grady Skate Park in Acton on Friday mornings during weeks which the camp runs.
- Any additional field trips will be reported to the town board of health before taking place

For field trips, the following policies and procedures will be followed in order to ensure the safety of campers and counselors:

- A permission slip informing parents of the location and timing of the field trip must be completed by a parent or guardian for each camper prior to departing. The permission slip will also include information on tick and mosquito bite prevention, information on our sun protection, and permission to assist campers in the application of mosquito/tick repellant and sunscreen. Parents will be asked to provide sunscreen and mosquito/tick repellant for their campers if necessary for the field trip. Permission slips will be kept on site in each camper's file after the field trip takes place.
- When campers are being transported, all policies and procedures in our Transportation Policy will be followed.
- Prior to leaving, counselors will take attendance, do a head count, and set up a buddy system to check in with campers.
  - Attendance – Counselors will be given a roster listing the campers with them on the field trip. Counselors will utilize this form like they would during a typical camp day. Prior to departing Teamworks, counselors will take attendance to ensure all campers who are expected to be present are accounted for. In addition, counselors will take attendance prior to leaving the field trip site to make sure all campers are accounted for before they leave.
  - Head Counts - Counselors will perform headcounts every 20 minutes to account for each member of their group.
  - Buddy Checks – Before leaving, counselors will assign each camper a buddy. During the field trip, when the counselor calls out "Buddy Check," campers will have to find their

buddy and call out their assigned number. Periodically throughout the field trip, counselors will ask campers to do a buddy check.

- Throughout the field trip, counselors will maintain ratios. For every 10 campers aged 7 and older, 1 counselor will be provided. For every 5 campers aged 5 and under, 1 counselor will be provided.
  - During fishing, since campers will be near the water, an additional counselor will be provided to ensure the safety of campers and monitor them near the water.
- Counselors will take a copy of all documents in each child's folder including the parent packet, physical/immunization records, and field trip permission slip with them on the field trip. Any special needs for campers will be communicated to all counselors on the field trip.
- A first aid kit and medication lock box will be taken on each field trip. The first aid kit will be fully equipped as outlined in our Health Care Policy. Medications will be stored and administered as outlined in our Health Care Policy.
- All counselors supervising a field trip will have a cell phone and a list of emergency numbers in case they need to contact the Camp Director or the Camp Director needs to contact the counselors. Any first aid, allergy, medication, emergency, and contingency plans will be followed as previously outlined in these policies.
- When field trips take place over lunch, proper storage containers for campers' lunches will be utilized.
- Specific Field Trip Requirements of Campers:
  - Hiking: Campers will be asked to provide a backpack, water bottle, sunscreen, bug spray, and a lunch/snacks if we will be gone over those periods.
  - Fishing: Campers will be asked to provide sunscreen and bug spray. Fishing equipment will be provided by Teamworks.
  - TJ O'Grady Skate Park: Campers will be required to provide all skateboarding equipment including a helmet and proper pads. In addition, campers will need sunscreen, a water bottle, and a lunch/snack if they are gone over those periods.
- When campers and counselors return from a field trip, a final head count and attendance tally will be taken. Campers will rejoin their groups in normal camp activities for the day until pick up.

# Camper Release Policy

---

1. At the end of their camp day, campers will gather all of their personal items and gather with their group on their designated turf.
2. Parents/guardians who are picking up a camper must enter through the front doors and sign out their campers at the designated sign-out table.
  - Campers will ONLY be released to a parent/guardian or the person designated to pick them up that day.
  - The person picking up must provide a valid form of identification in order for Teamworks to release the child.
  - If a person shows up who is not designated to pick up a specific camper, they will be directed to the front office and the Camp Director will contact the child's parents prior to releasing the child to this person. Once verification is received from the parent, the Camp Director can release the child to the new person.

**\*Under no circumstances can a camper be released to someone NOT on their pick up form regardless of if the camper recognizes the person or not.\***

3. The Camp Counselor in charge of sign-in/out will use a walkie talkie to call for each camper being picked up.
4. Once the camper has gathered all of their items, they can leave with their parent/guardian.

# Teamworks Acton Water Supply

---

Teamworks Acton Summer Camp is located at 30 Great Road in Acton, Massachusetts. Our water supply comes from the town of Concord from their town water supply.

## Skateboarding

---

### Friday Itinerary

\*The itinerary below will be given to parents at the beginning of each Friday for any campers enrolled in our Skateboarding Camp. It serves as a general outline of what the camp will be doing on Fridays, however it is not considered concrete and the daily activities may change dependent upon camp sign ups as well as the weather\*

8:00 – 9:00 – Arrival

9:00 – 9:30 – Attendance and free skate

9:30 – 9:45 – Camper and staff board the bus/van for trip

9:45 – 10:00 – Trip to TJ O'Grady Skate Park

10:00 – 10:15 – Arrival and headcount/attendance

10:15 – 12:00 – Campers will be free to utilize the skate park while counselors are monitoring them.

12:00 – 12:15 – Departure

12:15 – 12:30 – Trip back to Teamworks

12:30 – 1:00 – Arrival back at Teamworks and lunch

1:00 – 2:00 – Pool time

2:00 – 3:00 – Free Period (Time to do another activity besides skateboarding)

3:00 – 4:00 – Free Skate

# Outdoor Adventures

---

## **Daily Itinerary**

\*The itinerary below will be given to parents at the beginning of each camp week for any campers enrolled in our Outdoor Adventure Camp. It serves as a general outline of what the camp will be doing, however it is not considered concrete and the daily activities may change dependent upon camp sign ups as well as the weather\*

### **Mondays**

- 9:00 – 10:00 – Attendance and teambuilding activities
- 10:00 – 10:30 – Review safety procedures for climbing the ropes course
- 10:30 – 12:00 – Climbing time
- 12:00 – 12:30 – Lunch time
- 12:30 – 1:30 – Teambuilding activities
- 1:30 – 2:30 – Pool time
- 2:30 – 3:30 – Introduction to the garden
- 3:30 – 4:00 – Teambuilding and pick up

### **Tuesdays**

- 9:00 – 10:00 – Attendance and teambuilding activities
- 10:00 – 10:30 – Introduction to safety procedures for fishing
- 10:30 – 11:30 – Fishing
- 11:30 – 12:00 – Teambuilding activities
- 12:00 – 12:30 – Lunch
- 12:30 – 2:00 – Climbing time
- 2:00 – 3:00 – Pool time
- 3:00 – 3:30 – Work on the garden
- 3:30 – 4:00 – Teambuilding and pick up

### **Wednesdays**

- 9:00 – 10:00 – Attendance and teambuilding activities
- 10:00 – 11:00 – Work on the garden
- 11:00 – 12:00 – Fishing
- 12:00 – 12:30 – Lunch
- 12:30 – 2:00 – Climbing time
- 2:00 – 3:00 – Pool
- 3:00 – 3:30 – Work on the garden
- 3:30 – 4:00 – Teambuilding and pick up

### **Thursdays**

- 9:00 – 10:00 – Attendance and teambuilding activities
- 10:00 – 12:00 – Hike at the local conservation areas
- 12:00 – 12:30 – Lunch

# Camp Director Qualifications

---

Camp Director: Jennifer Koerten

Age: 28 (Birthday 05.10.1988)

Experience:

- Camp Director at Teamworks Acton (2014-2016)
- Associate Camp Director at Teamworks Acton (2012-2014)

Degree:

- Bachelors of Science in Elementary Education and Liberal Studies with a Concentration in Psychology from Westfield State University. (Graduated 2010)

## Camp Staff Qualifications

---

- All camp staff must be at least 16 years of age
- All camp staff must have at least some prior experience working with children. Examples of this experience include (but are not limited to) the following:
  - Babysitting
  - Teaching in a formal public school setting
  - Teaching in a Sunday school setting
  - Volunteer work with children for a mission trip
  - Working in an after school day care
  - Working as a Birthday Party Coordinator or Clinic Coach
  - Teaching swim lessons
- All camp staff must have or have the ability to obtain an American Red Cross First Aid/CPR certification or equivalent
- All camp staff must provide three written letters or recommendation that can attest to their character and achievements
- All Camp Staff must be eligible to work in the United States

# Designated Camp Director Substitute

---

When the Camp Director (Jennifer Koerten) is off-site for more than 12 hours, a designated substitute Camp Director will take her place as the director for the time being. This designated substitute will be one of the following people:

- Jared Lyle (Senior Camp Programmer)
  - Birthdate: 05/27/1983 (Age 33)
  - Senior Camp Programmer at Teamworks Acton (2014 – 2016)
  - Camp Director at Teamworks Acton (2008 – 2014)
  - Assistant Camp Director at Teamworks Auburn (2006 – 2007)
- Kris Wallis (General Manager)
  - Birthdate: 03/05/1976 (Age 40)
  - General Manager at Teamworks Acton (2014 – 2016)
  - General Manager at Teamworks Northboro (2012 – 2016)
  - Associate Camp Director at Teamworks Northboro (2010 – 2012)

## Health Care Supervisor Qualifications

---

**Health Care Supervisor:** Jennifer Koerten

**Age:** 28 (Birthdate 5/10/1988)

**Certifications:** CPR and First Aid (Expires 6/2017)

The Health Care Supervisor will remain on site at all times. If an emergency or illness occurs for the Health Care Supervisor, a substitute Health Care Supervisor will take his/her place. This person has been approved by our Health Care Consultant.

**Substitute Health Care Supervisor:** Jared Lyle

**Age:** 33 (Birthdate 5/27/1983)

**Certifications:** CPR and First Aid (Expires 6/2016 – to be renewed 6/04/2016)



# Camp Operations Information

**Number of Days per Year Open:** We operate 90 to 100 Days\* per year

\*This number includes camp during December, February, and April Vacation as well as various vacation days throughout the school year\*

**Total # of Campers for the Season:** We typically have between 1500 and 2000 camper throughout the summer

**# of Sessions:** We operate 13 sessions throughout the summer

**# of Campers per session:** We typically have between 100 and 250 campers per session in the summer

**# of Staff per session:** The number of staff varies per session depending on the number of campers, however we have 45 Staff members on our staff roster.

## Special Needs Policy

On occasion, Teamworks may have campers signed up for camp who require special needs in order to attend camp. Teamworks will make every effort within our means to accommodate a camper with special needs, including those with both mild and severe disabilities.

- **Mild Disabilities:** A camper who is considered mildly disabled is a camper who can function on his or her own in providing total self care but needs assistance in other camp activities.
  - One counselor will be provided for every four mildly disabled campers needing occasional assistance in activities.
- **Severe Disabilities:** A camper who is considered severely disabled is a camper who needs assistance in self-care and camp activities.
  - One counselor will be provided for every two severely disabled campers needing frequent or constant assistance in activities.

When transporting more than two campers with physical handicaps, an attendant other than the driver will be provided.

The driver will be informed of any disabilities or special needs/conditions that could cause difficulty during transportation.

# Ropes Course Training

---

## **Yearly Training:**

Teamworks hires High 5 Adventures to do a refresher training course with all ropes course staff including our Ropes Course Manager every year. This refresher course is two days long and covers everything on the course including safety policies, emergency procedures, and updated information on regulations.

Teamworks Ropes Course Manager and Summer Camp Director provide 3 Ropes Course Trainings for all summer camp staff. Any staff who will be joining senior ropes course staff stated in our ropes course summary will go through additional small group training. The following is a summarized example of Teamworks staff training.

## **Day 1:**

### **Introduction:**

- Ropes Course Manager will facilitate several teambuilding activities at the ropes course.
- Walk in, out, and around our ropes course explaining and describing each element on our ropes course including our climbing tower.
- Walk through the shed to show where and how all equipment is stored.
- Explain the atmosphere of the ropes course. Always stay positive and safe. It's a place to overcome fears, build confidence, and create memories.

### **Equipment and Harnesses:**

- Explain what every piece of equipment is including harnesses, parachute cords, climbing ropes, carabiners, belay devices, and rock wall holds.
- Slowly show and display how to put a harness on. Everyone grabs a harness and does the same.

### **Ropes and Knots:**

- Break into small groups with each group having an end of the rope. Each group has a senior ropes course staff member.
- Together we learn how to make a super eight knot with a safety knot in addition.
- In those same small groups we learn how to make a double hitch knot using our parachute ropes and climbing ropes. This shows the transition from our parachute rope to our climbing rope and the start of how to open an element.
- Then we make our super eight knots.
- We repeat this process so everyone has a chance to learn and develop.

### **Belaying:**

- Once the "Ropes and Knots" section has been completed, the belay device is described and shown how to use.

- Explain the following:
  - Introduce carabiners and how they connect to the belayer's harness and the climbers harness. "Don't pick your nose, scratch your belly". This is a saying to remember how to connect your carabiner to both harnesses.
  - Break Hand: Never leaves rope.
- 5 point check is introduced during the first belay session. This is what the belayer checks before every climber climbs.
  - 1,2,3 clips on harness
  - Helmet
  - Carabiner

#### Climbing:

- Volunteer Climbers
- Senior Staff members are belaying with Ropes Course Manager facilitating, instructing, and teaching.
- On Day 1 a few eager staff members may belay if there is time. Otherwise every one starts belaying on Day 2.

#### Day 2:

- Repeat Day 1. Emphasize Safety, Knots, and procedures.
- Break into small groups.
- Allow for more staff members to slowly start integrating into the belayer's position with senior staff members at their side and with Ropes Course Manager.

#### Day 3:

- Repeat Day 2. Emphasize Safety including emergency procedures.
- Allow a few confident (and ropes course manager feels confident) to start belaying on their own without a senior staff member on their hip.
- Questions, concerns, and wrap up.

#### Additional Training:

- Ropes Course Manager and a few senior staff members will take a few eager, confident, and skilled staff members from the group to further develop their ropes course skills.
- Discuss deeper scenarios, emphasize safety procedures, and teach low ropes teambuilding activities.
- Walk through every step from opening to closing. Senior staff members are the customers.